

19 March 1976

MEMORANDUM FOR: Personnel Officer, MC Sub-Group  
Personnel Officer, MF Sub-Group  
Personnel Officer, MZ Sub-Group  
Personnel Officer, ML Sub-Group  
Personnel Officer, MM Sub-Group  
Personnel Officer, MP Sub-Group  
Personnel Officer, MS Sub-Group  
Personnel Officer, MT Sub-Group

FROM

[REDACTED]  
Career Management Officer, DDA

STATINTL

SUBJECT : Support for the DDA Management Conference

1. One of the items to be discussed at the DDA Management Conference scheduled for 2 - 4 April will be the DDA Management Handbook and its impact on Directorate personnel practices. We require, on an expedite basis, information from each DDA Sub-Group as to its implementation of actions required by PASG and the Handbook.

2. We would appreciate your reviewing the items listed below and commenting as appropriate. Some of the questions have been previously asked but are repeated to cover those few instances in which some Sub-Groups answered negatively or in an incomplete manner. Replies should be brief and, at your option, may be conveyed by telephone or in writing. Explanatory remarks will be welcomed where appropriate.

3. Please comment on the following by no later than 24 March:

a. Has there been any failure to comply with the goals listed in the 15 sub-paragraphs under Section I, C. 1. and 2.? (Further details on a few of these items will be asked for below, e.g. the LOI).

b. Have all of your careerists had an LOI prepared by their supervisor? Do you have an established mechanism to provide for preparation of a new LOI after an employee is reassigned?

c. Are you evaluating all professional careerists in grades GS-07 - GS-15 at least once a year?

d. Are steps being taken to have competitive evaluation exercises follow more closely the Fitness Report cycle?

e. What percentage of your careerists (and at what grade levels) have yet to be ranked under the new categories HP, MD, VC, etc?

f. Has your evaluation criteria been published? (paragraph 6, page 8).

g. Have notices been published which list career board/panel membership? Does a mechanism exist to provide for membership rotation? Are your careerists aware of criteria utilized in selection of membership?

h. Has your Sub-Group appointed a Training Panel or does it utilize the Sub-Group Board/Panel for selecting nominees for senior schools and full time academic training? Has criteria for nominee selection been published?

i. Has there been any significant efforts introduced toward more effective employee utilization as specified in Section VII, B. 1.?

j. Are plans being developed to provide rotational opportunities to careerists of other DDA Sub-Groups within your Sub-Group and for your careerists to rotate into other DDA Sub-Groups as specified in Section VII, C.1?

k. Have guidelines been developed to outline the basic minimum requirements for specific positions within your Sub-Group as specified in Section VII, C.2.?

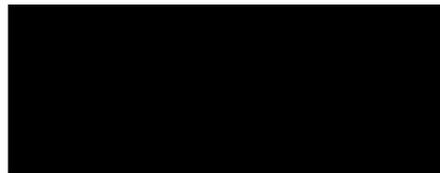
l. Do you presently utilize a vacancy notice system for the purpose of informing all your careerists about reassignment opportunities as suggested in Section VII, C.3.? Alternatively, are your careerists being made aware of vacancies projected over a six or 12 month period?

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m. Has your Sub-Group developed a counseling program, officially announced the program and identified the designated officers as stated in Section VIII, A.2.?

n. Are your careerists aware of the availability of your grievance system?

4. Please call this office (x4142) if any further guidance is required or to provide response by telephone if you so choose.



**STATINTL**